

# Goodwood Church of Christ

“Growing closer to God and each other”

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February 21, 2010

Dear brother in Christ,

Thank you for your interest in the Pulpit Minister position at the Goodwood church of Christ in Baton Rouge, LA. The history of the Lord's church in Baton Rouge is rich and we count it a blessing to serve the LORD in South Louisiana. As you may already know, we are seeking to fill our Pulpit Minister position as our current minister, Doug Burleson, will be moving to work with the Bible faculty at Freed-Hardeman University in June 2010. To fill this position we are seeking a man who is married, with a college degree, and with experience in the pulpit.

Goodwood is a congregation of about 300 members. We have active youth, college, and senior adult ministry programs. We also have a Mother's Day Out ministry that strives to teach children more about Jesus three days a week during the school year. We support three evangelists in Trujillo, Honduras and are also involved in evangelizing south Louisiana. We have also been heavily involved in disaster relief work in the aftermath of Hurricanes Katrina and Gustav. As the elders at Goodwood we strive to be balanced in our approach to Scripture and not stray "to the right or to the left" (Deut 5:32). For example, over the past four years we have sent students to Freed-Hardeman University and Harding University, while guest speakers at Goodwood have included Dan Chambers, Ralph Gilmore, Dale Jenkins, Lonnie Jones, Keith Parker, William Woodson, and many others. We are also blessed to have an Associate Minister named Bryan Kirby who has been serving at Goodwood since the summer of 2009.

Attached to this cover letter you will find a "Pulpit Minister Agreement" that gives more details regarding both the job responsibilities and opportunities involved with this work. If you are interested please send a resume and a picture by e-mail to [office@goodwoodchurch.org](mailto:office@goodwoodchurch.org) or by mail to the church address included on the letterhead above. If you have further questions please feel free to contact our church office at (225) 272-8936. Thank you for your time and we pray that the LORD will continue to bless you in your service to Him.

In Christ,  
*The elders of the Goodwood church of Christ*  
Randy Duhon, Clayton Goodrum, Tom Kelso, and Jim Lackie

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Phone: (225) 272-8936 Web: [www.goodwoodchurch.org](http://www.goodwoodchurch.org) Email: [office@goodwoodchurch.org](mailto:office@goodwoodchurch.org)

# PULPIT MINISTER AGREEMENT

## **Purpose Statement**

Be an evangelist. Be a positive influence for the spiritual and numerical growth of the Goodwood Church of Christ.

## **Job Description**

Study God's Word. Preach Sunday morning and Sunday evening. Teach one Bible class per week (Wednesday evening). Conduct personal studies with individuals interested in learning more about Christ both within the congregation and in the community. Visit members in the hospital and visitors to congregation. Readily assist and participate in all the ministries of the church. Work with the staff and elders.

## **Supervision**

□ **Elders** – Responsible for overall guidance of the pulpit minister as it relates to the job description.

## **Specific Responsibilities of the Pulpit Minister**

### ***Preaching***

- Assist elders with development of yearly congregational theme.
- Develop "planned preaching" on yearly basis, implementing congregational emphases.
- Preach every Sunday morning and most Sunday nights (except fourth and fifth Sunday nights as these times are reserved for the associate minister).
- Preaching aids such as sermon outlines for the church website and powerpoint shows for the assembly are encouraged to be a part of the preacher's weekly preparations.
- Coordinate sermons with song services with songleaders and worship deacon.

### ***Teaching***

- The Pulpit minister will teach a Bible class every Wednesday night.
- The minister will also aid in the development and advertising of the Wednesday night adult classes in coordination with the elders.
- The pulpit minister will NOT teach a class on Sunday morning as this time should be reserved for the minister to get an opportunity to be a part of a Bible class without having to also be the teacher.

## ***Membership-at-Large***

- Study the Word for your own preparation and spiritual growth and with others for the purpose of evangelistic outreach.
- Assist elders, deacons, and Associate Minister in other ministries and special events at Goodwood.
- Encourage involvement among members of congregation at every level.
- In coordination with the elders, seek to foster healthy relationships with other preachers in South Louisiana.
- Write weekly bulletin article.

## **Counseling**

One on one counseling sessions with a member of the opposite sex or teenager are prohibited unless your spouse or other third party is present during the counseling session. This is not intended to hamper your ministry but to protect you as you minister.

## **Annual Budget/Allowances**

Budgeting and controlled spending of the pulpit minister will be the responsibility of the deacons in whose areas the preacher will primarily be working. Spending needs to remain within the approved budget. The annual budget period is from January 1 – December 31.

**Mileage** will be reimbursed for church business at the federal standard mileage rate. A **cell phone** expense of up to \$50 a month will be provided to the pulpit minister. Goodwood will also reimburse expenses for **funerals** and **weddings** for Goodwood members when families do not provide reimbursement.

## **Compensation**

Total annual compensation, including housing allowance, will be \$\_\_\_\_\_. The pulpit minister will determine the amount of compensation designated as housing allowance. Goodwood will not withhold FICA and Medicare taxes from your semi-monthly pay. Although, federal income taxes will be withheld from your pay to offset the amount of social security and federal income tax calculated on your annual federal income tax return. We will also withhold Louisiana income tax from your pay. Also, if you elect to do so, you may contribute tax deferred to Goodwood's 403 (b) plan. Goodwood does not contribute or match any employee contributions to this plan.

## **Holiday, Vacation and Personal Time**

Holidays include New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (Thursday and Friday), and Christmas Day. To foster family time, the Pulpit Minister will

also have one day off during the “work week” (either Monday or Friday) as negotiated with the associate minister and the rest of the office staff. Due to a four day work week, we ask that any other personal days be kept to a minimum. Other time off / vacation time is to be coordinated with the elders and office staff.

**Vacation Time:**

After one year of employment, the Pulpit Minister will receive 10 paid vacation days. After 10 years of employment, he will receive 15 paid vacation days. Vacation days cannot be carried forward. Vacation time is to be coordinated with the elders and office staff.

**Work Week / Hours**

Daily office hours are 8:30 a.m. – 4:30 p.m. The Pulpit Minister is expected to spend four full days in the office or doing church-related work if out of the office per week.

**Termination**

The Pulpit Minister must give 30 days notice to the elders. Elders must give 30 days notice to the associate minister. The congregation will continue to pay the Pulpit Minister during the 30-day period.

**Other Negotiated Agreements (if applicable):** *Details to be listed here*

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Date

\_\_\_\_\_  
Pulpit Minister

\_\_\_\_\_  
Randy Duhon

\_\_\_\_\_  
Clayton Goodrum

\_\_\_\_\_  
Tom Kelso

\_\_\_\_\_  
Jim Lackie

Revised: 2/22/10